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ABSTRACT

This guide provides samples of college libraries' copyright policies and materials as a reference for library and learning resources personnel who need to create formal copyright policies, procedures, and publications and for those who are reviewing and updating their existing copyright materials. A survey of 310 members of the Community and Junior College Libraries Section (CJCLS) of the Association of College and Research Libraries (ACRL) was conducted to elicit information about copyright policies and practices and to obtain sample documents for this publication. The survey achieved a 26% response rate (n=80). Of the respondents, 66% (n=53) have formal written copyright policies, and nearly all respondents have separate written copyright procedures or forms for individual library services. The guide includes the following sections: (1) Introduction; (2) Survey Review; (3) Board Policies, sample exemplary copyright policies for five colleges; (4) Informational Documents, instructional publications focusing on copyright developed by six community colleges; (5) Specific Applications, sample procedures and forms for interlibrary loan, library reserves, print duplication and course packets, video viewing and off-air taping, media adaptation and production, distance learning, music and fair use, computer software and fair use, and materials developed by employees; and (6) Appendices, including the CJCLS survey, a list of contributing institutions, bibliography, fair use criteria and related guidelines, and information about the editors and CJCLS. Sample documents comprise the majority of this guide. An index is provided. (Contains 15 references.) (SWC)